

FOOD UNIT LEADER JOB AID

Position: Food Unit Leader

Section: Logistics Section

Mission:

To determine feeding requirements at all incident facilities, including plans for menus, facilities for food preparation and serving, potable water; and maintenance of the food service areas.

Duties:

- ☐ Report to Service Branch Director.
 - ☐ Determine location of working assignment, and number and location of personnel to be fed.
 - ☐ Determine method of feeding to best fit each situation.
 - ☐ Obtain necessary equipment and supplies to operate food service facilities.
 - ☐ Set up Food Unit equipment.
 - ☐ Prepare menus to ensure incident personnel receive well-balanced meals.
 - ☐ Ensure that sufficient potable water is available to meet all incident needs.
 - ☐ Ensure that all appropriate health and safety measures are taken.
 - ☐ Supervise cooks and other Food Unit personnel.
 - ☐ Keep inventory of food on hand and check on food orders.
 - ☐ Provide Supply Unit Leader with food supply orders.
 - ☐ Maintain unit/activity log (ICS form 214).
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